

# Replacement Diploma Application



**ST. JOHN'S  
UNIVERSITY**

**SCHOOL OF LAW**

The University Registrar will order a replacement diploma if the original has been damaged or lost. We do not issue duplicate diplomas. If the reason for diploma replacement is a name change, your original diploma must be returned and you must present the original or a certified copy of a court order, marriage license, or divorce decree during notarization to be **copied, notarized and included** with this application.

The fee to replace a diploma is \$50. Please enclose a check payable to St. John's University.

Replacement diplomas display the signatures of the current St. John's University President and Dean of the Law School, but show the original date of conferral.

Please mail my diploma to the address listed below

I will pick up my diploma in person with picture ID

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## Name on Original Diploma

Last: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Conferral Date: \_\_\_\_\_

## Contact/ Mailing Information

Address Line 1: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

Phone Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

I \_\_\_\_\_, hereby certify that my diploma has been lost or damaged.  
(Name)

OR

I \_\_\_\_\_, hereby certify that I am requesting a name change for my diploma.  
(Name to appear if different from original – Please Print).

*The information provided above is true and accurate to the best of my knowledge.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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I \_\_\_\_\_, a notary public, do certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
(Notary's Name)

the applicant above has shown proof of identity. (If necessary to process this application, I carefully compared the attached copy of the affiant's \_\_\_\_\_ . It is a complete and true copy of the original document.)  
(Description of Document)

## NOTARY'S SEAL

### Please return this form to:

St. John's University School of Law  
Office of the Registrar, Rm 4-58  
8000 Utopia Parkway  
Queens, NY 11439  
718-990-6600  
[lawregistrar@stjohns.edu](mailto:lawregistrar@stjohns.edu)

\_\_\_\_\_  
(Notary's Signature)

\_\_\_\_\_  
(Date)